ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Writing Minutes and Agendas for Government

Take clear, accurate minutes and prepare agendas that meet government record-keeping standards.

WHO IT'S FOR

Public servants who take minutes and prepare agendas, and their chairs.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Prepare agendas that focus meetings and committees
- Listen for decisions, actions, owners and deadlines
- Record discussion accurately, neutrally and briefly
- Write minutes that meet record-keeping requirements
- Capture and follow up actions between meetings
- Review and issue minutes quickly and consistently

ABOUT THIS PROGRAM

Our minute taking training for government deals with records that cause problems later: minutes that capture discussion but not the decision, actions with no owner, an agenda that lets a committee drift, a record that cannot be relied on in a review. Participants learn to prepare agendas that focus a meeting, listen for decisions and actions, record them accurately and neutrally, and issue minutes that meet record-keeping requirements. They practise on realistic scenarios, so confident, consistent official records follow. This is training for your people, not a minute-taking service.

Tailored to your organisation

We work with your meeting types, templates and records obligations, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online